

Virginia Department of Aviation



Virginia Airport Operators Council Spring Workshop and Meeting

Airport Sponsor's Guide to Submitting Grant Requests Online



Problem? Solved.

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Version 2.0
April, 2006

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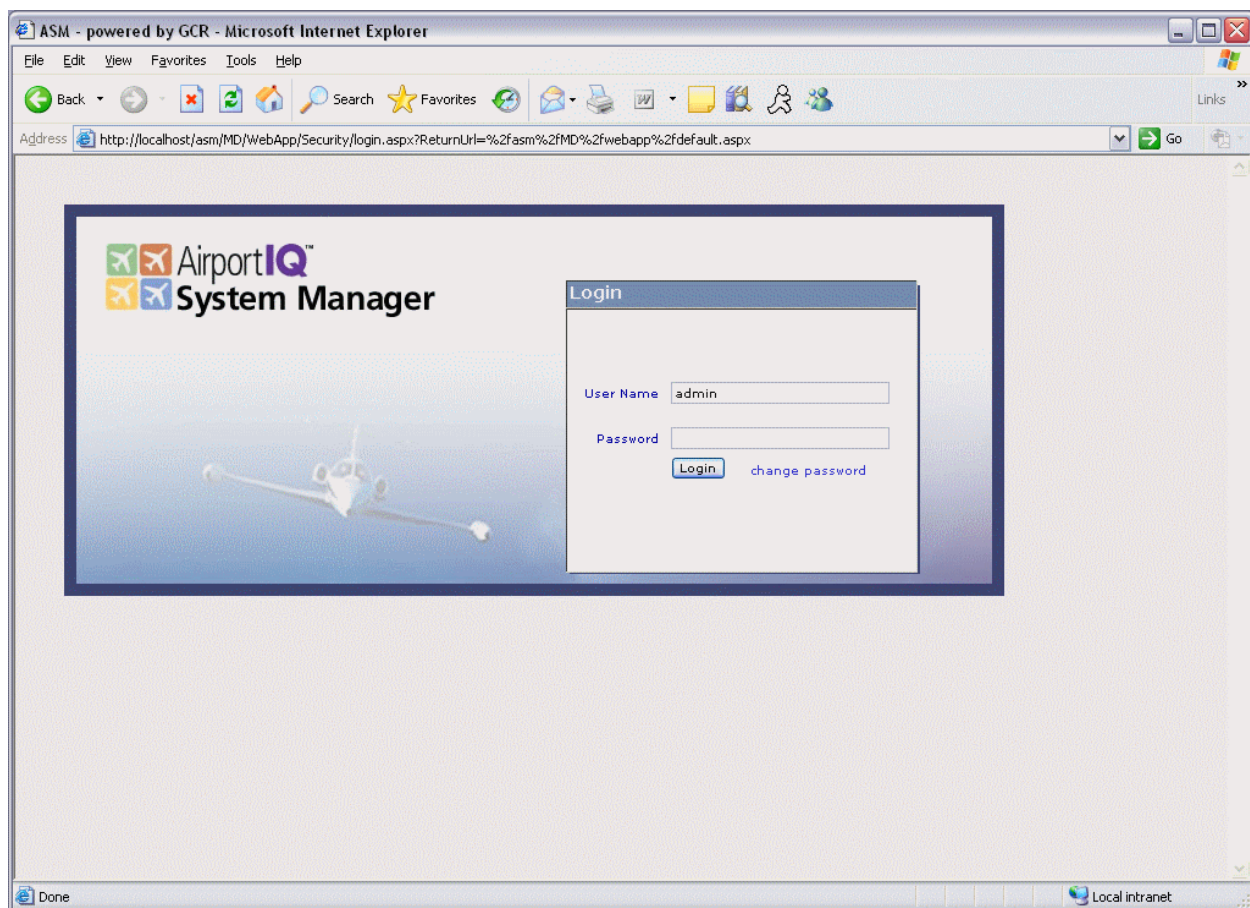
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1.0 INTRODUCTION

GCR currently offers a state-of-the art application, developed utilizing Microsoft's .Net technology, for the management of state aviation systems. This successor application to the State AIMS software previously utilized by the Virginia Department of Aviation is known as AirportIQ System Manager (ASM). The Virginia Department of Aviation is in the final stages of implementing ASM to manage the Commonwealth of Virginia's airport data, including data related to grants and grant requests. As a component of the new ASM system, airport sponsors will soon be able to submit grant requests online, thus eliminating the current paper submittal process. This document is intended as a guide to aid airport sponsors in submitting their projects online, once the transition from paper to electronic submittal is complete.

2.0 OVERVIEW OF ASM APPLICATION AND MODULES

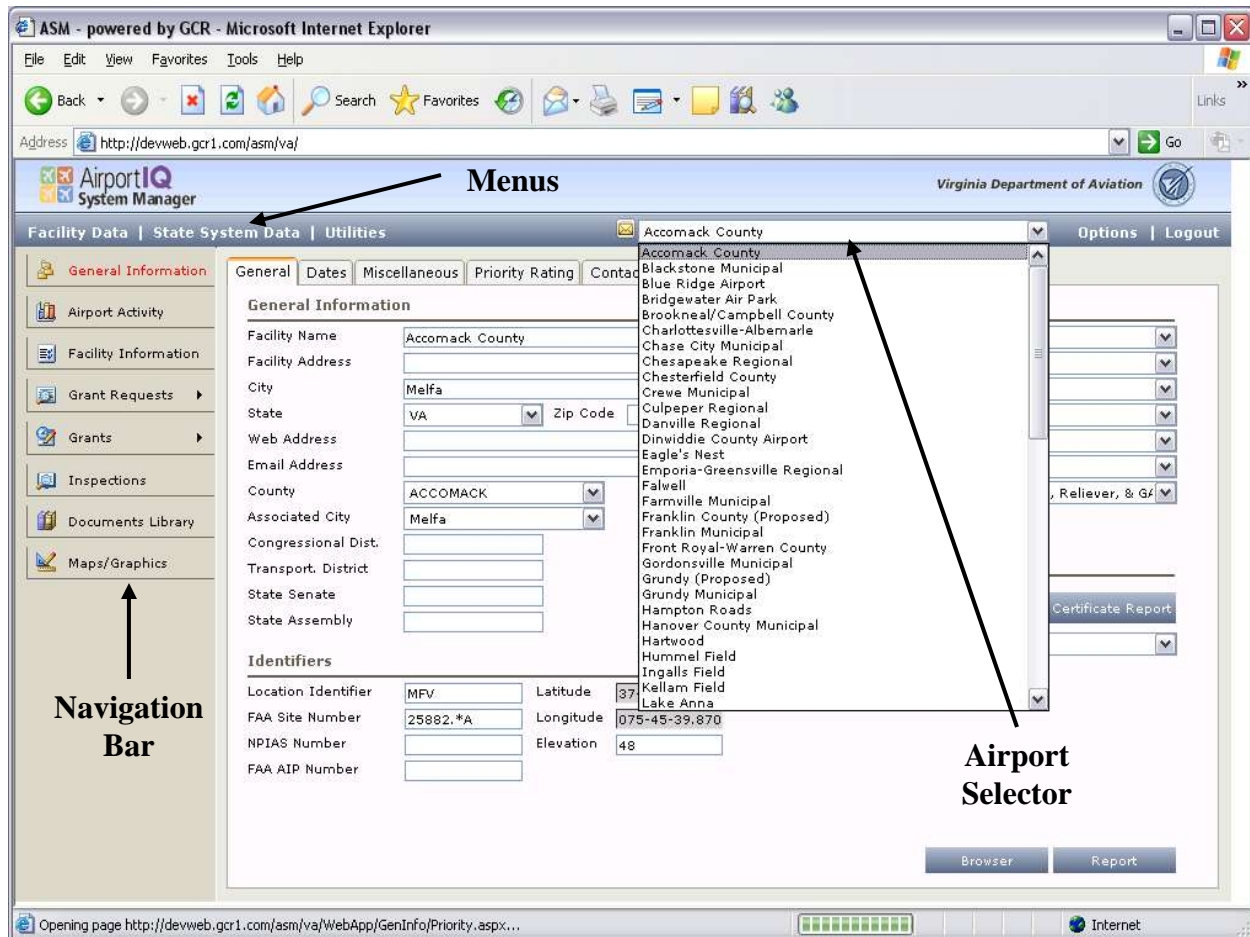
Through the use of browser-based technology, ASM will run on any computer running Microsoft Windows with a recent version of the Microsoft Internet Explorer Browser. The ASM application is accessed by pointing the web browser to a location on the internet that will be communicated to you by the Virginia Department of Aviation (DOAV) in the near future. Once you access the application via the internet, the application's login screen will load. You will be provided with a unique username and password by the DOAV. This username will give you access to data about your airport(s), while preventing access to other airports' data. Similarly, other airport sponsors will have access to their airport data but will not be given access to your data.



Application Login Screen

Several things are worth noting that are applicable throughout the application. First, at the top left are three menus: Facility Data, State System Data, and Utilities. The Facility Data menu is displayed by default and is shown in the "Navigation Bar" on the left side of the browser window. Each of the modules that are facility-specific is shown here. Facility-specific modules are those modules that filter the returned data based upon the selected facility. At the top right of the screen is a dropdown box listing all of the airports in the Commonwealth of Virginia. By

default, the first airport in the list is displayed. Whenever a different airport is selected, the data visible in the Facility Data menu's modules is specific to that airport. Airport sponsors should only need to access data under the Facility Data menu for their airport(s). Navigation to other areas of the ASM application and to other airports will display an "Access Denied" message.



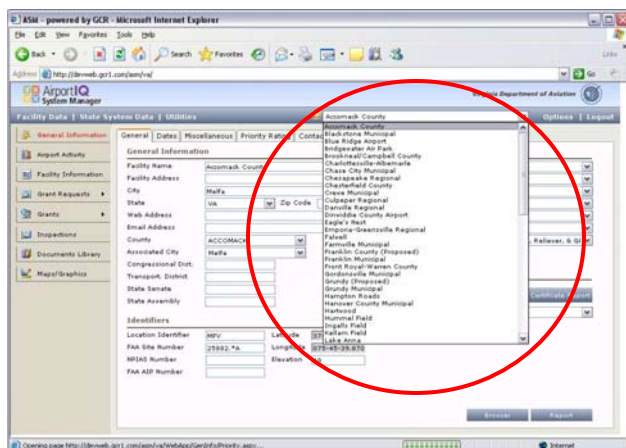
General Screen Layout

3.0 GRANT REQUESTS PROCESS

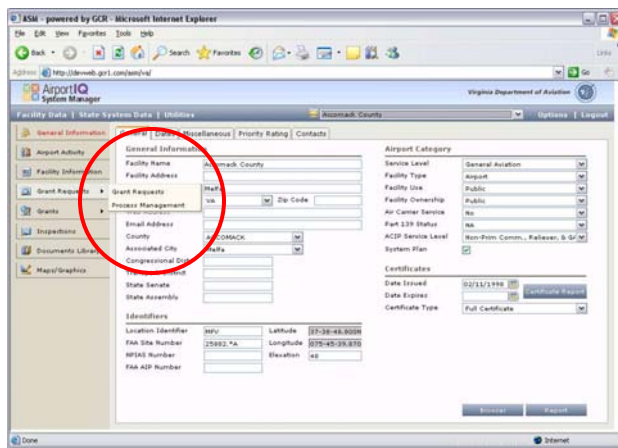
The Grant Requests and Grants Modules of ASM provide the ability for airport sponsors to enter and update requests for funding via the internet and for the DOAV to manage the grant process from start to finish. This process has been customized to meet the unique needs of the DOAV, incorporating the priority rating system used by the DOAV and the unique funding programs and funding sources that sponsors may utilize.

Once you have logged into the ASM application, you will be presented with the General Information Module displaying data for Accomack County Airport. The General Information module loads because it is the first module in the list of menu options just as Accomack County Airport loads because it is the first airport in the list of airports. If you do not have access to this module for Accomack County Airport then you may see an “Access Denied” message. This only means that you do not have access to the current screen. You may proceed with following the steps below to access the Grant Requests Module for your airport(s).

At the top of the screen to the right, you will see “Accomack County Airport” displayed in a white box. Click on this box and a dropdown list of airports will be displayed. Select the airport for which you would like to modify grant request data, and the program will load the General Information Module for that airport. Next, select Grant Requests on the list of menu options on the left side of the screen. A “fly-out” menu will appear with two options. Select “Grant Requests” from the two options and the Grant Requests Module will load for the selected airport.



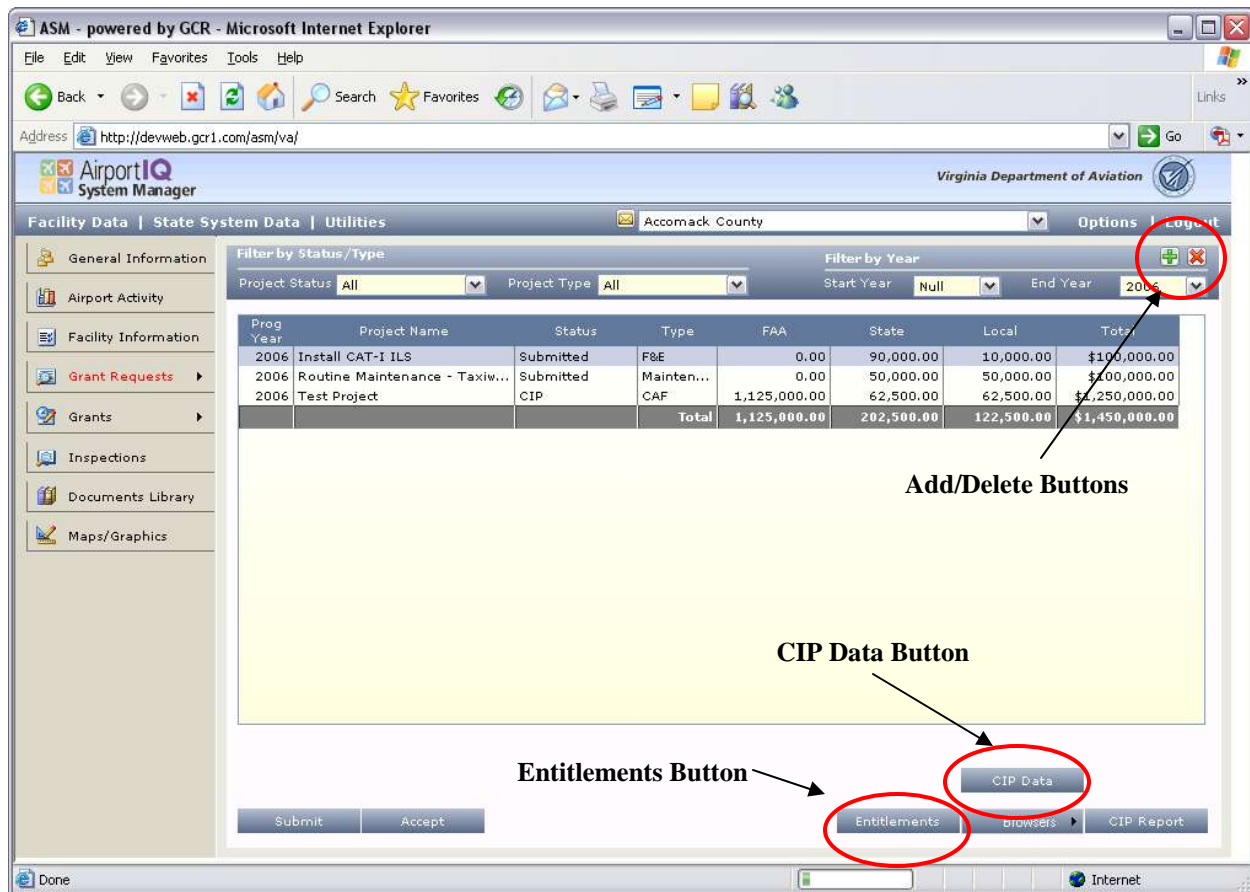
Dropdown List of Airports



Grant Requests Fly-Out Menu

Once you click on “Grant Requests”, the Grant Requests Module will load. In the middle of the screen is a list of the current projects for the selected airport. Initially, this list will be blank as no projects data has been pre-populated. Included in the list are the following fields:

- Project Program or Funding Year – the year in which the project is to be granted.
- Project Name – the name of the project.
- Project Status – the current status of the project.
- Project Type – the DOAV funding program through which the project is to be funded.
- FAA Funding – the total estimated FAA funds to be expended for the project.
- State Funding – the total estimated state funds to be expended for the project.
- Local Funding – the total estimated local funds to be expended for the project.
- Total Funding – the sum of the FAA, state, and local funding for the project.



ASM - powered by GCR - Microsoft Internet Explorer

Address: http://devweb.gcr1.com/asm/va/

Virginia Department of Aviation

Facility Data | State System Data | Utilities

Accomack County

Options | Logout

Filter by Status/Type

Project Status: All Project Type: All

Filter by Year

Start Year: Null End Year: 2006

| Proj Year | Project Name | Status | Type | FAA | State | Local | Total |
|-----------|-------------------------------|-----------|------------|--------------|------------|------------|----------------|
| 2006 | Install CAT-1 ILS | Submitted | F&E | 0.00 | 90,000.00 | 10,000.00 | \$100,000.00 |
| 2006 | Routine Maintenance - Taxiway | Submitted | Mainten... | 0.00 | 50,000.00 | 50,000.00 | \$100,000.00 |
| 2006 | Test Project | CIP | CAF | 1,125,000.00 | 62,500.00 | 62,500.00 | \$1,250,000.00 |
| | | | Total | 1,125,000.00 | 202,500.00 | 122,500.00 | \$1,450,000.00 |

Add/Delete Buttons

CIP Data Button

Entitlements Button

Submit Accept

Entitlements CIP Data CIP Report

Grant Requests Module

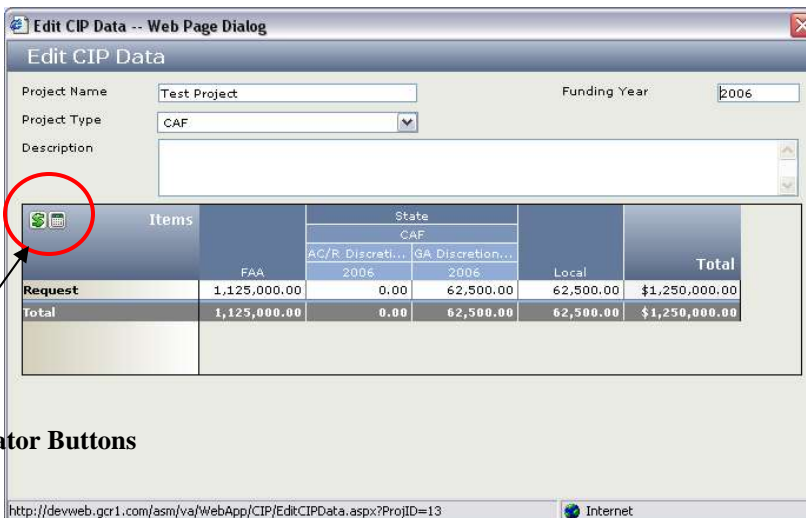
The details regarding how each of these fields is populated are described below. Above the list of projects are various drop-down filters. A filter is a selection that will decrease the number of projects shown in the list to a specific type, status, or range of years. To apply one or more filters, simply select the applicable drop-down menu and choose a selection. The list of projects will be refreshed to include only those projects matching the filter criteria. For example,

changing the status drop-down filter to a selection of “Submitted” will list only those projects in a status of “Submitted”.

Adding a Project

The first step to populating the ASM program with one or more grant requests is to select the add button. This button is a green plus button found at the top right of the list of projects. Projects may be added at any time, but only deleted before they are submitted. To delete a project that has not been submitted, click the red X button found next to the add button. When the add button is clicked, a popup screen is displayed that will ask for a project name. Enter the project’s name as you want it to appear in the grant request to be submitted to the DOAV. Once you have entered the name, click the X (close) button found at the top right of the popup screen. Throughout the ASM application, clicking this button will close and save popup screens. Because ASM utilizes a technology known as auto-save, clicking a save button is not necessary unless specifically indicated on a particular screen. Once you have closed the popup screen to add a project, you will now see the project in the list. The project will have a status of “CIP”. CIP Status is the first status in the workflow that takes a project from the request process through issuance of a grant and eventually grant close-out. All projects in CIP Status are not yet submitted, meaning that they may be modified and/or deleted by the airport sponsor. Once a project is submitted it may only be deleted and/or modified by the DOAV.

Once the project has been added, required information about that project must be entered. To do this, select the project in the list that you would like to edit and click the “CIP Data” button found below the list of projects. Once this button has been clicked a popup screen will be displayed containing detailed information about the project.



Funding Source and Calculator Buttons

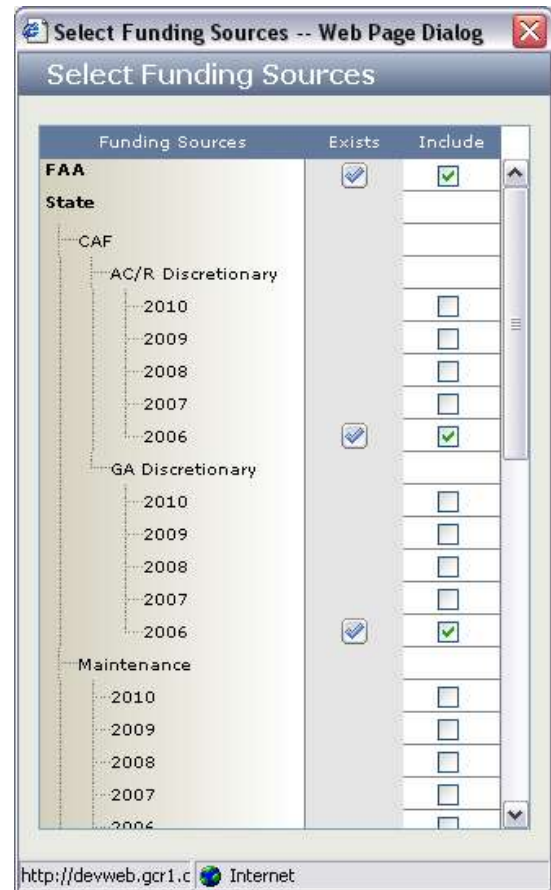
CIP Data Popup

At the top left of the popup screen, the project name is displayed as previously entered when the project was created. You may edit the project name here if a change is required. To the right is a box for the Funding Year of the project. Enter the funding year for which funding is being requested from the DOAV. Below the project name, select the Project Type (funding program)

from the dropdown list provided. By default, all projects are assigned a project type of “CAF” (Commonwealth Airport Fund), but additional options such as Maintenance or Facilities & Equipment are available. In the Description box found below this, enter the full project description/narrative, indicating all descriptive elements required by the DOAV. Although this box is of a fixed size, the text entered may be longer than the space provided. A scrollbar will appear when the text exceeds the space available. You may cut and paste text into this box directly from another program, just be sure to check the formatting before continuing.

The final step to requesting funding for a project is to specify the project’s cost, detailing the funding by FAA, state, and local share including the specific state funding program and fiscal year. First, select the funding sources that will be utilized for the current project. By default, FAA, GA Discretionary, Air Carrier/Reliever Discretionary, and Local are added to each project. There is no need to remove one or more of these funding sources if you are not requesting these funds, simply leave a zero in the column. If an additional funding source is required, however, you will need to add it using the following procedure.

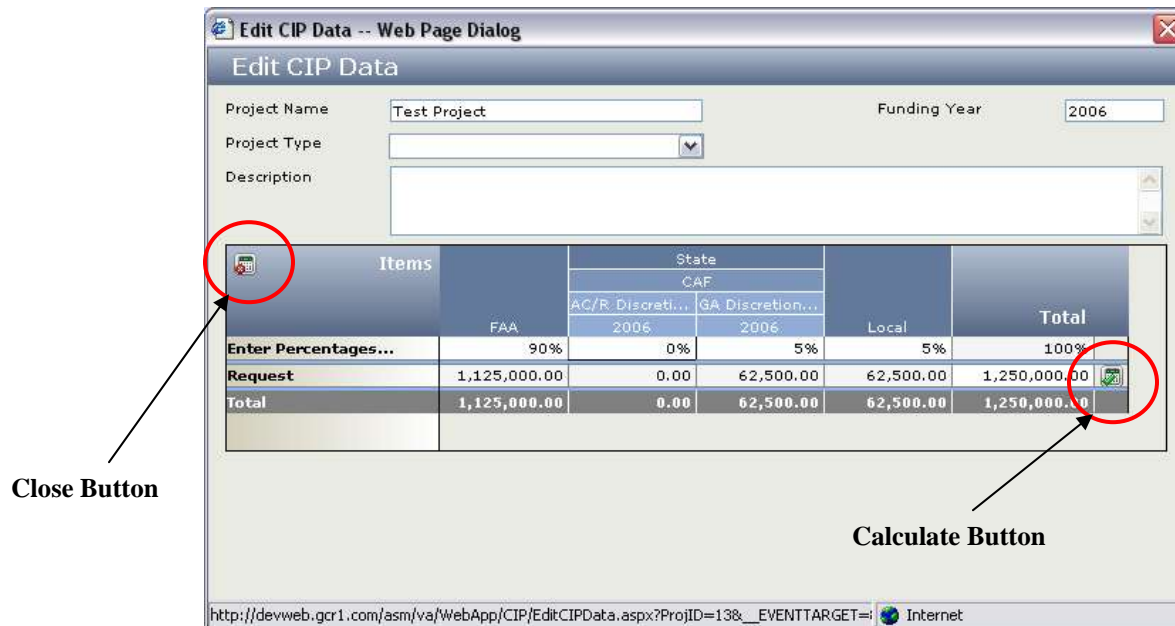
To add a funding source, click on the Dollar Sign button found in the top left of the funding grid. This will load a popup list of available funding sources. To select a funding source, check the check box to the right of the funding source. To deselect a funding source, uncheck the check box to the right of the funding source. A column labeled “Exists” is included that will indicate the funding sources currently found in the project. Be careful to add funding sources for the right fiscal year. For airports that receive entitlement funds, these will be listed in the list of available funding sources. For other airports that do not receive entitlements, this funding source is not available.



Funding Source Selection Popup

Once you have made the appropriate selections, close the popup screen by clicking the X found at the top right of the popup. The funding grid for the project will refresh and you should now see the funding sources that you have just selected assigned to the current project. These funding source selections only apply to the current project, so this process will be repeated for each additional project that you add. To enter cost, there are three choices. Option one is to enter the cost directly into the spaces provided under each column in the grid. To do this, simply enter the amounts under each column heading that are to be requested. Option two allows you to use math equations to calculate the appropriate values. To do this, enter an equation starting with an equals sign (=) and followed by any mathematical equation that uses the addition (+), subtraction (-), multiplication (*), and division (/) operators. Clicking the enter key will calculate the solution to the equation. For example, entering =1000000*.90 would yield 900,000 for the

answer. The third and final option allows you to specify percentages for each funding source and then “spread” a total across the funding sources. To do this, click on the button found next to the dollar sign at the top left of the funding grid that resembles a calculator. The funding grid will refresh and a new row will appear above each funding source indicating a percentage. In calculator mode, the total will be editable and the individual dollar amounts will not be editable.



Edit CIP Data Popup in Calculator Mode

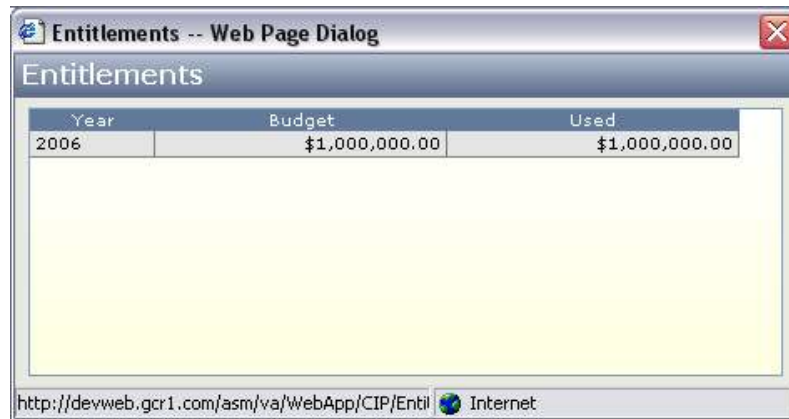
Default percentages will be pre-defined, but you may need to overwrite these to make the total add up to 100%. The calculator will only work with 100% as the total. To change the percentages, simply select the percentage and type a new percentage over the existing value. Once the percentages are correct, enter the total project cost in the total column and click the button to the right of the total that has a green checkmark on it. The total will then be spread by the program using the displayed percentages. Click the button at the top left of the grid that resembles a calculator with a red X on it when you are done.

Once the costs have been entered, the process of requesting funding is almost complete. The only step that remains is to upload the project sketch into the document library. This is accomplished on a different screen, so it may be faster to enter all projects and then to upload sketches at the end. The sketch upload process is described below. Continue the process outlined above until all projects have been entered for which funding is to be requested. The process to submit the project(s) is described following the sketch upload process.

Air Carrier Entitlements

For those airports that have entitlements, the DOAV requires that all entitlements be utilized before Air Carrier and Reliever Discretionary funds are requested. Accordingly, the ASM program will not allow projects to be submitted that do not meet this criteria. To assist airport sponsors in ensuring that all Entitlement funds have been programmed, an “Entitlements” button

is provided to the left of the Edit CIP Data button. Clicking on this button will display a comparison of entitlement funds available versus entitlement funds programmed. The programmed number includes entitlement funds for each fiscal year that are tied to previously submitted projects. These two numbers must match before any Air Carrier and Reliever Discretionary Funds may be requested.



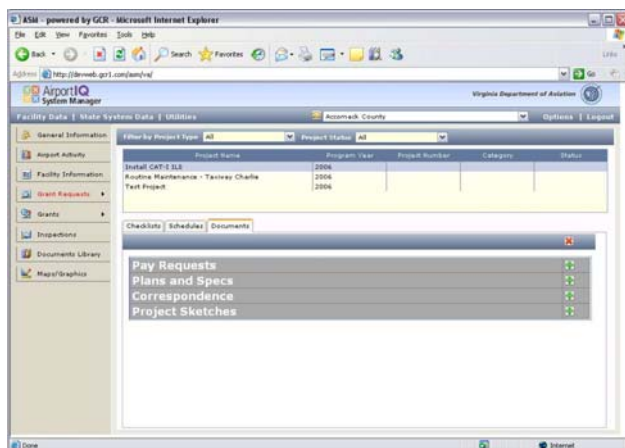
| Year | Budget | Used |
|------|----------------|----------------|
| 2006 | \$1,000,000.00 | \$1,000,000.00 |

http://devweb.gcr1.com/asm/va/WebApp/CIP/Entil Internet

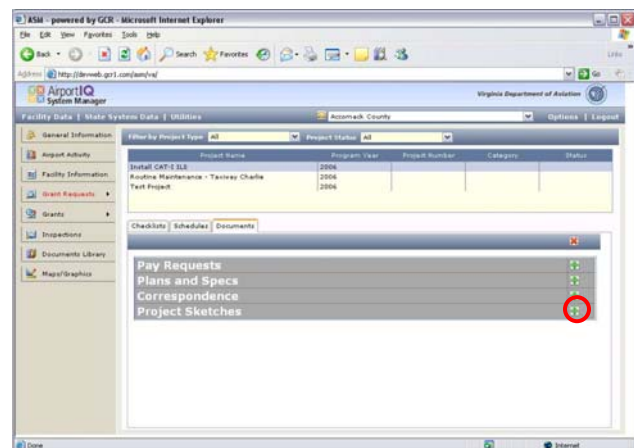
Entitlements Summary Popup

Sketch Upload Process

The final step to the Grant Request process is to upload a project sketch for all projects for which a sketch is required. To do this, select the second “fly-out” menu option found under the Grant Requests menu option. This menu option is labeled “Process Management”. Once this button is clicked, a list of projects will be displayed with three tabs underneath. These tabs include a tab labeled “Documents”. Select the Documents Tab and then select the first project for which you would like to upload a project sketch.



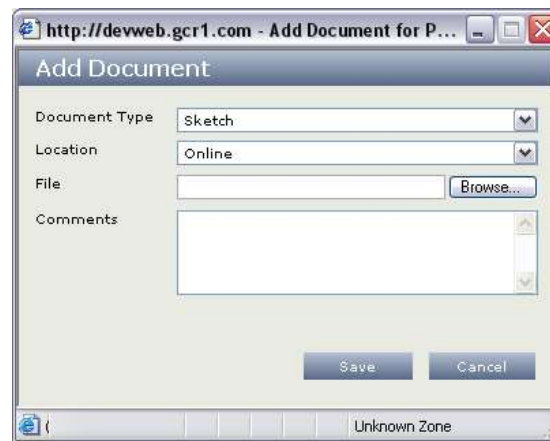
Documents Tab



Add Button

To add a sketch to the currently selected project, click the green plus button to the right of the “Project Sketches” gray colored bar found under the list of projects. For each project, one or

more sketches may be added. Once the add button is clicked, a popup screen will be displayed to enter details about the sketch file.

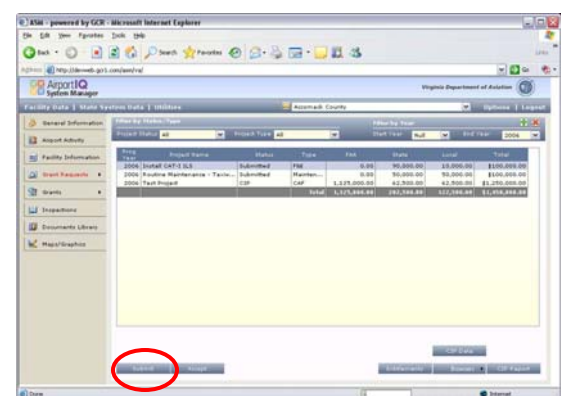


Project Sketch Add Popup

For the document type and location, the default selections can be left as-is. Enter any comments about the file in the comments box and then click the Browse button found next to the box labeled “File”. Clicking the Browse button will load the Windows file selection dialogue box. Browse to the location of the sketch file to be uploaded and then click on the “Open” button once the file has been selected. You will now be returned to the screen shown above. This is the one place where clicking a Save button will be required. Click on the Save button and wait as the file is uploaded to the DOAV server. Depending on the file size, this may take more than a minute or as little as two seconds. Once the file upload is completed successfully, a red message “File Uploaded Successfully” will be displayed on the screen. Once this message has been displayed you may close the popup screen by clicking the X at the top right.

Submitting Projects

Once all projects have been entered and all required information has been provided, the projects can be submitted. The system allows projects to remain in the system that have not yet been submitted. Thus, you may leave and return to continue your work. You may also enter projects for future fiscal years now. In the case of the Commonwealth Airport Fund, your Six Year Plan can be entered using this methodology. To submit one or more projects, highlight them in the project list so that they have a gray outline and click the submit button. Selection of more than one project is allowed. Once you have submitted your project(s), the project(s) status will change to “Submitted”. You will no longer be able to edit these projects.



| Type | Project Name | Status | Type | Est | Start | End | Total |
|-----------------------------------|--------------|--------|------|--------------|-----------|--------------|----------------|
| 2000 Capital Cost (C.C.) | Submitted | Plan | | 0.00 | 10,000.00 | 10,000.00 | \$10,000.00 |
| 2000 Routine Maintenance - Tarmac | Submitted | Plan | | 0.00 | 50,000.00 | 50,000.00 | \$50,000.00 |
| 2000 Tarmac Project | Submitted | Plan | | 1,125,000.00 | 10,000.00 | 1,135,000.00 | \$1,135,000.00 |
| | Total | | | 1,125,000.00 | 10,000.00 | 1,135,000.00 | \$1,135,000.00 |

Funding Source Selection Popup

4.0 QUICK START GUIDE FOR ADDING A PROJECT

1. Login to the ASM application using the previously provided username and password.
2. Select your airport from the dropdown list of airports at the top right of the screen.
3. Select Grant Requests → Grant Requests from the menus found on the left side of the screen.
4. Click the add button at the top right of the list of projects (list may be empty).
5. Enter a name for the project.
6. Click the X at the top right of the popup window.
7. Select the new project that you just added in the list of projects.
8. Click on the “CIP Data” button at the bottom right of the screen.
9. Enter the CIP year for the project in the box at the top right.
10. Select the project type (type of funding to be requested from the DOAV) from the dropdown list.
11. Enter the project description/narrative into the box below the project type selection.
12. Click the \$ button to the top left of the funding grid below the description.
13. Select the funds that you will be utilizing for this project from the list provided and deselect any funds that are currently selected that you will not be utilizing.
14. Click the X at the top right of the popup window.
15. Enter the dollar amounts for each of the funding sources that you will be requesting into the funding grid.
16. Click the X at the top right of the popup window.
17. The project should now be listed in the list of projects with the requested amounts displayed. If entering more than one project, you may want to stop here and complete the remaining steps for each project following the entry of all projects.
18. Select Grant Requests → Process Management from the menus found on the left side of the screen.
19. Select the project that was just added.
20. Click on the Documents Tab.
21. Click the Green + found next to the Project Sketches section heading.
22. Click the Browse button to locate the project sketch.
23. Select the sketch to upload.
24. Click the save button.
25. Click the X on the top right of the popup window.
26. Your project has now been added.
27. Repeat for each additional project.

5.0 QUICK START GUIDE FOR SUBMITTING PROJECTS

1. Select all projects to be submitted. Hold down the control key on your keyboard to select more than one project at once using your mouse. Projects can also be submitted one at a time.
2. Click the submit button at the bottom left of the screen.
3. Follow the on-screen instructions.